



## C A R E E R   E X E C U T I V E   A S S I G N M E N T

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

**DEPARTMENT:** DEPARTMENT OF INSURANCE

**POSITION TITLE:** General/Chief Counsel, C.E.A. 5

**SALARY:** \$9,230 - \$12,941

**FINAL FILING DATE:** July 12, 2007, BY 5:00 P.M., CLOSE OF BUSINESS

**LOCATION:** San Francisco

### DUTIES AND RESPONSIBILITIES

Under the general direction of the Chief Deputy Commissioner, the General/Chief Counsel will be responsible for managing the activities of the Legal Branch in San Francisco, Los Angeles and Sacramento; directing the operation of the Legal Branch by providing general oversight of the Corporate Affairs I, Corporate Affairs II, Rate Enforcement, Policy Approval, Sacramento Enforcement, San Francisco Enforcement, Auto Insurance Enforcement, Government Law, and Fraud Liaison bureaus; and supervising the preparation of the budget and other administrative functions. The incumbent will serve as the Chief Counsel to the Insurance Commissioner and Chief Deputy Commissioner. The incumbent will provide advice on extremely sensitive issues ranging from fraud to solvency; and advise the Insurance Commissioner, Chief Deputy Commissioner and the Executive Staff on administrative and program policies, internal and external legal issues and the proposal of legislation. The incumbent will assist in the development of policy regarding legal issues within the Department and assist in the drafting of Departmental bulletins, rulings, regulations, and legal opinions; represent the Department at conferences, legislative hearings and meetings, and manage outside contract counsel, including expert witnesses. The incumbent will have contact with various insurance consumer groups, the insurance industry and officials from other State agencies with respect to insurance matters. The incumbent will interact with Branch and Division Chiefs from the Department's regulatory programs such as Rate Regulation, Financial Surveillance, Enforcement, and Administration. The General/Chief Counsel will manage high level meetings and sensitive negotiations between the Department and the insurance industry.

### MINIMUM QUALIFICATIONS

Applicants must meet one (1) of the following requirements:

1. Civil service employee with permanent California State Civil Service status.
2. Current or former legislative employee with two (2) or more consecutive years of service as defined in Government Code Section 18990.
3. Current or former executive branch employee with two (2) or more consecutive years of non-elected exempt service as defined in Government Code Section 18992.

AND

Membership in the State Bar of California. (Applicant must have active membership in the State Bar before they will be considered eligible).

Applicants must also satisfy the following minimum qualifications:

Ability to perform high level administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge, skills and abilities:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation, development and implementation; personnel management techniques; the Department's Equal Employment Opportunity objectives; and a manager's role in the Equal Employment Opportunity Program.
2. Ability to plan, organize, and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's Equal Employment Opportunity objectives.

The above knowledge and abilities are expected to be obtained from extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. (Experience may have been paid or volunteer, in State service, other government settings, or in a private organization).

#### **DESIRABLE QUALIFICATIONS**

Experience dealing with extremely sensitive issues that are high profile and receive media attention.

Experience directing and negotiating settlements in complex litigation.

Experience working successfully with an executive team, representatives of a variety of professionals and members of the public.

Knowledge of the insurance industry.

Knowledge of the laws, rules and regulations that govern insurance activities.

Ability to work successfully with the Insurance Commissioner, the Executive Staff, Division Chiefs, Attorney General's Office, District Attorney's Office, insurance executives, members of the Legislature, officials from other State agencies, and local, interstate, and international law enforcement agencies.

#### **EXAMINATION INFORMATION**

Applications, resumes, and qualifications descriptions will be reviewed by the departmental executives. Candidates may be selected for interviews or a final hiring decision may be made based on the information contained in the applications, resumes and qualifications descriptions.

#### **FILING INFORMATION**

Interested applicants should send a standard State of California application (Form STD-678), a resume and a one-page description of applicable qualifications to:

Department of Insurance  
Human Resources Management Division  
300 Capitol Mall, 13th Floor  
Sacramento, CA 95814  
Attention: Norma Medina

All applications must be **received by 5:00 p.m. on July 12, 2007, the final filing date**. General questions concerning this announcement should be directed to Norma Medina (916) 492-3318. To request an application and/or copy of this announcement, please call **(916) 492-3393**.

California Relay (Telephone) Service for the Deaf or Hearing Impaired:  
From TDD phones: 1-800-735-2929, from voice phones: 1-800-735-2922

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IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

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